

DD/M&S 74-0078

U. S. DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
WASHINGTON

Executive Registry
74-010

DEC 27 1973

Honorable Vernon A. Walters
Acting Director
Central Intelligence Agency
Washington, D.C. 20505

Dear General Walters:

At the end of this year, we will have completed the "Zero-In On Federal Safety" program. The value of national programs such as "Zero-In" is that they provide a foundation for coordinating and emphasizing the safety and health effort at all levels of the Federal establishment.

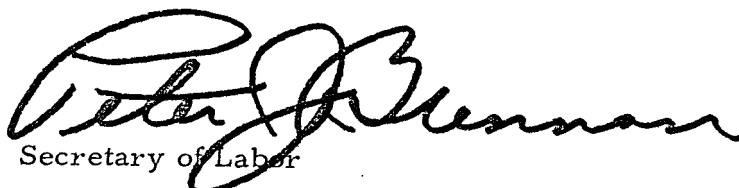
To strengthen this foundation and to further reduce Federal employees injuries and illnesses, the President on December 5, 1973 announced a new program for Federal personnel called "Safety '76." Copy enclosed. This program will begin on January 1, 1974 and will continue through 1976. It will complement the Nation's bicentennial celebration.

Under this program, a new theme will be introduced every six months for application by Federal departments and agencies. The first theme covers motor vehicle accidents which accounted for over 19,000 accidents during the last six months of 1972.

For planning purposes, we have enclosed a program emphasis packet on motor vehicle safety. The packet includes a planning guide with support materials to help you chart a course of action to achieve maximum results. I have asked the Office of Federal Agency Safety Programs, OSHA, in the Department of Labor, to send future semi-annual program guides to your agency's safety and health representative.

I urge each agency to take the necessary steps to implement this program at all levels of its organization.

Sincerely,

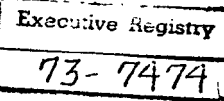

Secretary of Labor

Enclosures

STAT

Approved For Release 2003/02/27 : CIA-RDP84-00780R005500040005-5

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THE WHITE HOUSE

WASHINGTON

December 5, 1973

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

As you know, December 31 will mark the end of the "Zero In on Federal Safety" campaign, the second phase in our long-term effort begun in 1965 to improve health and safety conditions on the job for all of the 2.6 million men and women employed by the Federal Government. The "Zero In" program, together with its predecessor, "Mission Safety - '70", achieved a notable success in reducing the rate of work-place injuries among Federal employees by 16 percent since 1965. As a result of this reduction some 46,000 injuries have been averted over the last 7 years. Besides the incalculable human benefits involved, it is estimated that this sharp improvement in Federal job safety saved taxpayers nearly \$40 million over the 7-year period.

In order to build on these encouraging gains, I have directed the Secretary of Labor to launch a new 3-year followup campaign which will take up where the "Zero In" program leaves off. This new campaign, to be called "Safety '76" will begin on January 1, 1974, and continue through America's Bicentennial year of 1976. Guidelines for the "Safety '76" program will be issued shortly by the Labor Department.

I ask you to help make this program work by instilling a new measure of safety consciousness in all the employees of your department or agency. As the Federal establishment moves step by step toward improving our safety record, we will better not only the lives of workers on Government payrolls, but also -- through the example we set for the private sector -- the lives of all Americans who work for a living.

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DDIS 73-0674

Exec. Reg. # 73-352/1
DDIS REGISTRY
FILE Memorandum 16
21 FEB 1973

MEMORANDUM FOR: Director of Central Intelligence

THROUGH

: Deputy Director for Support *15/1/73*

SUBJECT

: Annual Occupational Safety and
Health Report

1. This memorandum suggests action on the part of the Director; this action is contained in paragraph 3.

2. In a letter dated 17 January 1973, the Secretary of Labor requested the annual report concerning the safety and health programs of the Central Intelligence Agency. The report is required by the Occupational Safety and Health Act of 1970 and Executive Order 11612.

3. In response to this requirement, the attached letter forwarding the report to the Secretary of Labor has been prepared for your signature.

[Redacted Signature Box]

Howard V. Osborn
Director of Security

Att

STAT

SUBJECT: Annual Occupational Safety and Health Report

Distribution:

Orig - Return to OS via DD/S

1 - DDCI

1 - ER

2 - DD/S

Change Subject

23 0675

Encl. Reg. # 352/47

22 FEB 1973

The Honorable Peter J. Brennan
The Secretary of Labor
Washington, D. C. 20210

Dear Mr. Secretary:

In accordance with former Secretary Hodgson's letter of 17 January 1973, I am transmitting the Central Intelligence Agency's annual Occupational Safety and Health Report for calendar year 1972. The report was prepared in consonance with the guidelines furnished by your office.

I wish to assure you of the continued efforts of this Agency toward providing safe and healthful working conditions for employees of this Agency consistent with standards developed under the Occupational Safety and Health Act.

Sincerely,


/S/

James R. Schlesinger
Director

Enclosure

SUBJECT: Occupational Safety and Health Report

ORIGINATOR:

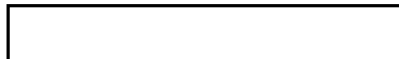
TAT


Howard J. Osborn
Director of Security

21 FEB 1973

Date

CONCURRENCE:

TAT


John W. Coffey
Deputy Director
for Support

Date

Distribution:

Orig & 1 - Adse

1 - Signing Official

1 - DDCI

1 - ER

2 - DD/S

1 - D/Sec.

OCCUPATIONAL SAFETY AND HEALTH REPORT

CENTRAL INTELLIGENCE AGENCY

1 January through 31 December 1972

SECTION I. SAFETY AND HEALTH PROGRAM CY-1972 - AREAS OF EMPHASIS (ZERO-IN INCLUDED)

The major causes of accidents and illnesses resulting in disabling injuries during 1971 were (1) slips and falls, (2) handling materials and equipment, (3) motor vehicle, and (4) health hazards. These causes were, therefore, selected for special attention during 1972 and special emphasis was placed on:

1. Comprehensive safety surveys of major facilities;
2. Increased distribution of literature pertaining to various safety hazards;
3. Review and analysis of each accident report to determine the cause so that corrective action could be taken;
4. Updating accident reporting and recording forms;
5. Revision and publication of Agency safety regulations;
6. Briefing of collateral duty safety officers;

7. Attendance of professional safety officers at specialized safety courses and safety and health training of employees;

8. Health hazards;

9. Health education.

SECTION II. STATISTICAL GOALS ESTABLISHED FOR CY-1972

The statistical percentage goal for the disabling injury rate for CY-1972 was 2.3. This goal was not met and no additional statistical goals were set.

SECTION III. PROGRAM PLANS AND ACCOMPLISHMENTS DURING CY-1972

A. Narrative on areas of emphasis listed in SECTION I.

1. [] comprehensive safety inspections were conducted of major field and headquarters facilities. In each instance a detailed report was forwarded to the appropriate responsible official recommending necessary corrective actions. The Safety Staff is generally advised by written report when the hazards are corrected.

2. Twenty-seven (27) pamphlets pertaining to various safety topics were distributed to Agency employees []

3. Each accident report was reviewed and corrective action was initiated as necessary.

4. The three Agency internal accident reporting and recording forms were revised to include additional information as required by the Occupational Safety and Health Act. OSHA Form 102-F, Summary Report of Federal Occupational Injuries and Illnesses, was submitted each quarter to the Department of Labor.

5. Agency regulations concerning its Safety and Health Programs were revised to reflect requirements of the Occupational Safety and Health Act and Executive Order 11612, as well as changes in reporting and record-keeping requirements. These regulations were forwarded to each field and headquarters installation. Additional information regarding the Safety Program was also forwarded to select field facilities.

6. Each collateral duty safety officer in the headquarters area and approximately [] in the field were briefed regarding the Occupational Safety and Health Act, Executive Order 11612, and their responsibilities as collateral duty safety officers. They were provided with copies of the Act, EO 11612, and the Safety and Health Standards. Special briefings were also conducted for approximately thirty (30) additional security and logistic personnel who have some responsibility for safety.

7. Safety officers and employees were provided with training as follows:

- a. Selected personnel of the Safety Staff attended the four-day National Safety Conference, a three-day seminar on safety,

fire fighting and emergency evacuation from high-rise structures, a one-week safety course in radiation, and a one-week course in specialized fire-fighting techniques involving incendiarism.

b. A collateral duty safety officer attended a one-week course in Safety Training Methods, another attended a one-week course in Automotive safety and one attended the National Safety Conference.

c. The orientation and indoctrination programs of Agency employees were revised to include information concerning the Agency's responsibilities under the Occupational Safety and Health Act and Executive Order 11612, as well as the responsibilities of the employees.

d. Two employees with collateral safety duties attended a two-week course conducted by the Department of the Army concerning the technical transportation of regulated items.

e. Special training in the use of resuscitators and fire extinguishers suitable for electrical fires was provided to a group of employees who utilize various types of electrical equipment.

f. A one-day training course in fire fighting was conducted for sixty-one (61) Agency employees. The training included handling fire-fighting equipment, instruction in fire safety principles, use of self-contained breathing equipment and demonstrations in methods dealing with Molotov cocktails.

g. Computer personnel were given briefings on fire safety related to computer operations and response procedures required upon activation of the fire alarm systems.

h. Weekly tests were conducted to determine the effectiveness of response procedures by personnel responding to fires after normal work hours.

i. Members of the Agency Building Evacuation Organization were briefed on their duties in the event of an emergency evacuation.

j. Twenty (20) employees completed an eight-hour course in cardiopulmonary resuscitation and were so certified by the Virginia Heart Association. Seventeen (17) employees took eight hours of first-aid training targeted toward possible injuries which might occur in their particular areas, and nine (9) of these completed an additional three hours of first-aid training and received certification for the American Red Cross standard first-aid course.

k. The Agency participated in the National Safety Council's Safe Drivers Award Program. Eleven (11) motor vehicle operators received special driving awards, six of which were the 15-year safe driving award. Further, two courses in safe driving were each attended by thirteen (13) motor vehicle operators.

l. Ten (10) security officers, designated as safety officers and assigned to various components throughout the Agency, were given two

days of intensive safety and fire-fighting training. The training included review of their responsibilities as safety officers, review of safety regulations and handbooks, techniques of safety and fire inspections, investigations of accidents and fires, submission of proper records, fire prevention, and fire fighting.

9. Health safety reviews of procedures followed by employees using chemicals, fluoroscopy machines, and involved in laser work were conducted recurrently. These employees also received periodic physical examinations. Further, special ophthalmological examinations were given to employees involved in laser work. Health safety advice and special physical examinations were given to employees operating neutron generators. Health safety advice and special audiometric evaluations were given to employees subjected to high background noise. Fifteen (15) special tests were conducted to determine noise levels and hazardous atmospheres. The eye examination program was expanded to cover additional employees using optical magnification systems. The basic Agency program in preventive medicine continued throughout 1972 with its traditional physical examinations for certain assignments, health services, cafeteria inspections, immunizations and other occupational health aspects.

10. A Health Education Program was inaugurated in August 1972 to provide information about risk factors and hazards relating to health and contributing to premature death or disability. A feature of this program is a quarterly medical newsletter containing various articles on health and a section

providing answers to health questions submitted by employees. The Agency's Drug Abuse Exhibit received considerable recognition in 1972. After being displayed for Agency employees, it was presented at three national medical conventions, winning first place prizes at two of these (Billings Gold Medal at the American Medical Association Convention in San Francisco, and blue ribbon at the American Academy of Family Physicians Convention in New York City). One hundred and thirty-one (131) Agency employees completed the ten-hour first-aid course presented for nonmedical employees. A cigarette withdrawal clinic of one-week duration (part time) was conducted on a trial basis. In March 1972, in compliance with PL 91-616, the Agency's Program for the Prevention and Treatment of Alcoholism was launched. Health continues to be a major aspect of the Office of Medical Services Consultative Services Program whereby employees and supervisors are offered prompt professional assistance in personal as well as official matters.

B. Injury and Occupational Illness Statistical Results

1. As advised in previous reports, the number of employees and number of man-hours worked will not be submitted. Therefore, the only information furnished on attachment No. 1 is the number of disabling injuries which is 108.

2. Attachment No. 2 reflects occupational injuries and illnesses for calendar year 1972 as reported under the new OSHA reporting requirements.

SECTION IV. SAFETY AND HEALTH PROGRAM OPERATIONS

A. Organization

1. Agency regulations designate the Director of Security as the responsible officer for the development and conduct of the Safety Program. He is also responsible for appointing the CIA Safety Officer who must formulate and recommend policies and practices for a safety program. The responsibility for planning and directing the Agency medical support program is assigned to the Director of Medical Services. Professional personnel in the Safety Staff serve in the dual capacity of staff and line safety officers. Attachment No. 3 indicates the line of authority for both the Safety Staff and the Office of Medical Services.

2. At this time there are no plans to change the organization structure of the Safety Staff or the Office of Medical Services during calendar year 1973.

B. Program Requirements

1. During Reporting Year

a. Attachment No. 4 is a list of the full time professional positions filled by personnel in the Safety Staff. In addition, Agency regulations direct senior management officials to appoint collateral duty safety officers to supervise independent programs for both the headquarters and field facilities.

b. Services provided to employees include:

(1) Medical facilities such as dispensaries, health rooms and first-aid equipment as appropriate;

(2) Development of a Health Education Program for all employees to provide information about risk factors and hazards relating to health and contributing to premature death or disability;

(3) An informal cigarette withdrawal clinic;

(4) Instructions to all employees on the Agency's program for the prevention and treatment of alcoholism in compliance with Public Law 91-619;

(5) A drug abuse exhibit portraying the medical effects of depressants, stimulants, narcotics and hallucinogens;

(6) Gymnasium facilities, indoor and outdoor running tracks, and measured walking routes;

(7) A medical newsletter to employees in the headquarters area on a variety of health and safety subjects.

c. Employees are provided with safety and personal protective equipment considered essential to safe operations. In addition, the Safety Staff conducts special tests utilizing equipment such as halide meter, sound level meter, carbon monoxide tester, combustible gas indicator, radiation detector, velocimeter and various electrical testers to detect health and safety hazards.

2. Future Requirements

Future requirements as related to manpower, services, and equipment will be monitored to insure the Agency is in compliance with the Occupational Safety and Health Act.

SECTION V. CY-1973 GOALS, OBJECTIVES AND PLANS

A. Areas of Emphasis

The three major causes of disabling injuries and illnesses during 1972 were slips and falls, health hazards, and handling material and equipment. These are, therefore, selected for special attention during 1973 with emphasis placed on:

- a. Safety and health inspections;
- b. Complete and prompt accident reporting and recording;
- c. Training and education of collateral duty safety officers;

d. Distribution of safety and health standards to collateral duty safety officers in headquarters and to each field facility;

e. Increasing the capability for emergency treatment of personnel engaged in the electronic field;

f. Providing employees with safety and personal protective equipment;

g. Review of plans and specifications for new construction and remodeling;

h. Providing the National Safety Council's ten-hour safety course "Key Man" to the supervisors at an Agency facility.

i. Preventive medicine

(1) The employee medical screening program has as its objective the periodic medical testing (screening) of those employees not now seen by the Office of Medical Services on any recurrent basis. Depending on the results of this screening, certain employees may be further medically evaluated.

(2) The number of annual (optional) examinations will continue to increase at a rate that has averaged ten per cent.

(3) Recent reviews that have resulted in changes in immunization requirements will continue.

j. Health hazards

A small joint physician-psychologist "task force" is planned to study the interrelationship of health hazards (such as high background noise) and job motivation. A group of employees whose duties require high hearing acuity has been selected for this inquiry.

k. Health education

In addition to the established medical newsletter, other means such as seminars, employee assemblies, posters and other displays will be initiated.

B. A statistical goal will not be established for calendar year 1973.

C. Program Plans

1. The Agency plans to continue with the following programs at a level comparable to calendar year 1972:

a. Health

b. Safety Inspection

c. Headquarters Support

d. Fire Protection and
Prevention

e. Accident Investigation,
Analyses and Statistics

f. Motor Vehicle

g. Educational and Promotional

2. These safety and health programs will continue to be implemented as reflected throughout this report.

3. Past reviews of the staffing patterns for the Agency's Safety Program indicate that additional personnel are required to fully implement the various programs. However, a general problem which is applicable to all elements is the competition of the Safety Program with other Agency programs in these years of limited personnel and funds. Studies will be made of these programs with the view of increasing the Safety Staff as priorities permit. Further, effort will be exerted to assure that the staffing pattern of the Office of Medical Services remains appropriate for the fulfillment of requirements of the Agency's occupational health program.

D. Continuing Long Range Goals

The Agency has no long range goals for reporting, training, staffing, etc. However, an effort will be made to provide safe and healthful work conditions for all employees as required in the Occupational Safety and Health Act and Executive Order 11612.

E. Specific Plans

1. Emphasis will be placed on the implementation of safety and health standards through (1) fire and safety inspections of buildings and areas, (2) review of plans and specifications for new construction and remodeling, (3) review of Federal Register to keep abreast of standards promulgated or revised and providing collateral duty safety officers with copies of the standards as they are updated, (4) maintaining up-to-date roster of collateral duty officers in the headquarters area and briefing each replacement, (5) maintaining a library of the latest safety standards, codes, and specifications.

2. Continued safety inspections of Agency facilities on a selected basis and also special inspections of workplaces as requested by supervisors, collateral duty safety officers and employees.

3. In accordance with existing Agency policy, inspection reports will be submitted to the appropriate offices for correction of conditions that do not meet safety and health requirements.

VI. AGENCY'S SAFETY AND HEALTH PROGRAMS

A detailed report of the Central Intelligence Agency's Safety and Health Programs was filed with the Secretary of Labor on 14 March 1972. There have not been any major changes in these programs since that time.

**INJURY AND ILLNESS STATISTICS
CY-1972**

I. WORKFORCE (EMPLOYEES)

AVERAGE NUMBER FOR THE YEAR N/A

TOTAL MAN-HOURS WORKED N/A

**II. STATISTICAL DATA - REQUESTED IN GUIDELINES FOR "ZERO-
IN ON FEDERAL SAFETY" - ISSUED DECEMBER 1970**

NUMBER OF DISABLING INJURIES 108

INJURY FREQUENCY RATE
(BASED ON ANSI STANDARD Z16.1) N/A

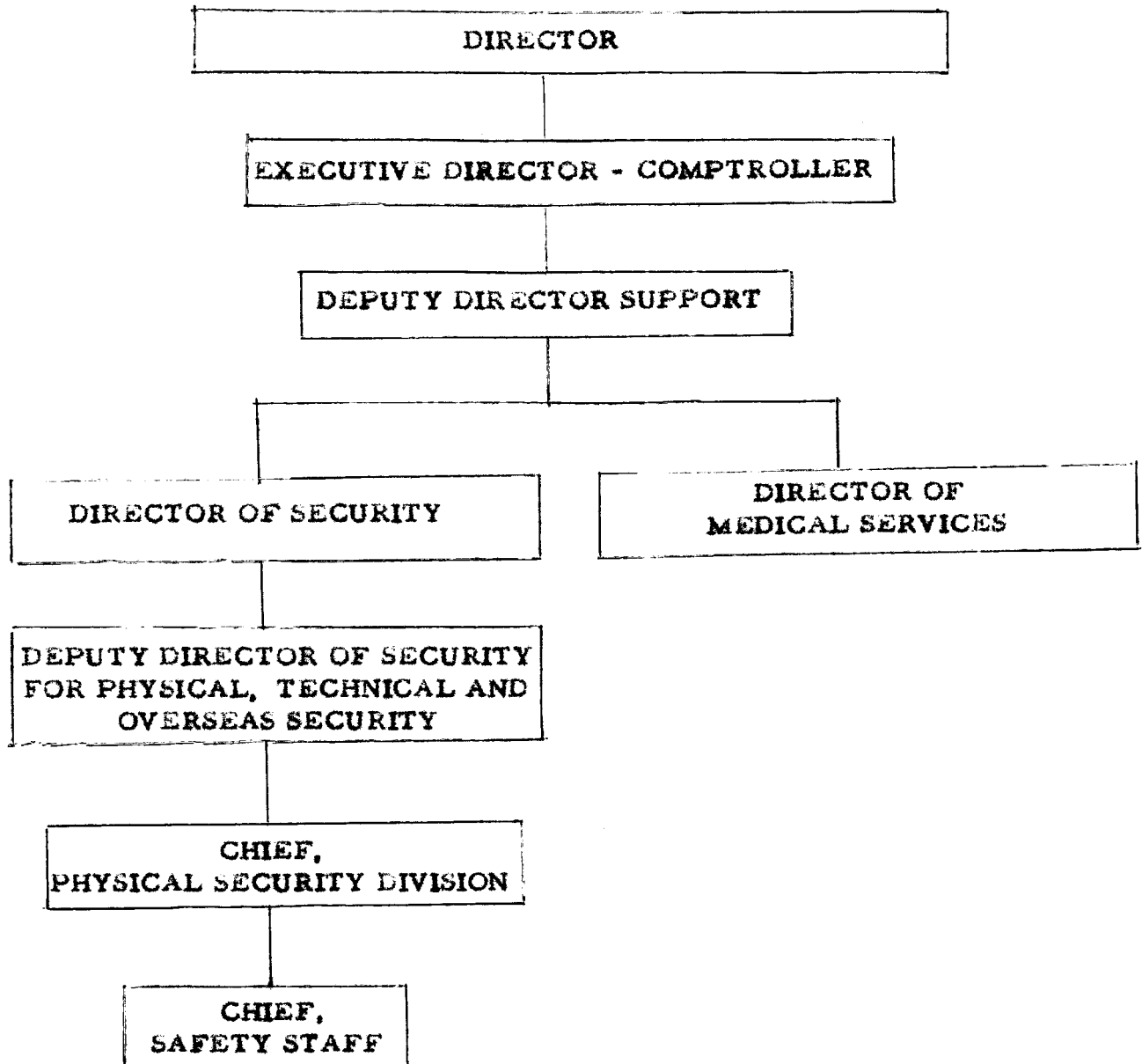
REDUCTION IN NUMBER OF
ACCIDENTS PER CAPITA N/A

REDUCTION IN DIRECT COST
PER CAPITA N/A

INJURY AND ILLNESS CATEGORY		FATALITIES	LOST WORKDAY CASES			NONFATAL CASES WITHOUT LOST WORKDAYS*	
			NUMBER OF CASES	NUMBER OF CASES INVOLVING PERMANENT TRANSFER TO ANOTHER JOB OR TERMINA- TION OF EMPLOYMENT	NUMBER OF LOST WORKDAYS	NUMBER OF CASES	NUMBER OF CASES INVOLVING TRANSFER TO ANOTHER JOB OR TERMINATION OF EMPLOYMENT
CODE	CATEGORY						
1	2	3	4	5	6	7	8
10	Occupational Injuries	0	91		1,072	60	
30	Total-occupational illnesses	1	8	2	606	23	
31	Total-occupational injuries (10 plus 30)	7	99	2	1,678	83	

*Nonfatal Cases Without Workdays--Cases resulting in: Medical treatment beyond first aid, diagnosis of occupational illness, loss of consciousness, restriction of work or motion, or transfer to another job (without lost workdays).

CENTRAL INTELLIGENCE AGENCY



**INTERNAL SAFETY AND HEALTH PROGRAM
PERSONNEL STATISTICS**

HEADQUARTERSNUMBER FULL TIME 6

NUMBER PART TIME _____

NUMBER IN GRADE LEVEL

G.S. SERIES	5-7	8-10	11	12	13	14	15	16+
018 (SAFETY SPECIALIST)		2	1	1	1			
690 (INDUSTRIAL HYGIENIST)								
803 (SAFETY ENGINEER)						1		
804 (FIRE PROTECTION ENGR.)								
COLLATERAL DUTY								

FIELD

NUMBER FULL TIME _____

NUMBER PART TIME _____

NUMBER IN GRADE LEVEL

G.S. SERIES	5&6	7&8	9&10	11	12	13	14	15+
018 (SAFETY SPECIALIST)								
690 (INDUSTRIAL HYGIENIST)								
803 (SAFETY ENGINEER)								
804 (FIRE PROTECTION ENGR.)								
COLLATERAL DUTY								

TOTALNUMBER FULL TIME 6

NUMBER PART TIME _____

TAB

DD/S 73-0253
40005-5

U. S. DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
WASHINGTON

Executive Registry
73-352

Honorable Richard M. Helms
Director
Central Intelligence Agency
Washington, D. C. 20505

JAN 17 1973

Dear Mr. Helms:

Section 19 of the Williams-Steiger Occupational Safety and Health Act and Executive Order 11612 require each Federal department and agency to establish and maintain a comprehensive occupational safety and health program. A further requirement is the forwarding of an annual report (report calendar year 1972) to the Secretary of Labor by March 1, 1973.

Enclosed are guidelines to assist in the preparation of your agency's annual report. Included are listings of the information required by the Executive Order, and additional information pertaining to other aspects of the Federal Occupational Safety and Health Program.

Reflecting this Administration's sincere concern for the safety and health of Federal employees, President Nixon has extended the "Zero-In On Federal Safety" program through December 1973. Goals, objectives and plans designed to further implement your "Zero-In" program should be highlighted.

Sound occupational safety and health programs are essential if Federal agencies are to lead in the nationwide effort to safeguard workers. We are counting on your personal support in this most worthwhile endeavor.

Sincerely,


Secretary of Labor

Enclosures

GUIDELINES

FEDERAL OCCUPATIONAL SAFETY AND HEALTH PROGRAM

REPORT

CY-1972

PURPOSE:

THESE GUIDELINES ARE TO ASSIST DEPARTMENTS AND AGENCIES IN PREPARING THEIR ANNUAL OCCUPATIONAL SAFETY AND HEALTH PROGRAM REPORT. THE REPORT IS REQUIRED BY SECTION 19(a)(5) OF PUBLIC LAW 91-596 WHICH IS FURTHER DEFINED BY SECTION 1(4) OF EXECUTIVE ORDER 11612.

THIS YEAR'S REPORT WILL CONCENTRATE ON CY-1972 ACCOMPLISHMENTS AND OPERATIONS.

SUBMIT

TO:

SECRETARY OF LABOR
ATTENTION: OFFICE OF FEDERAL AGENCY
PROGRAMS - OSHA
14TH AND CONSTITUTION AVENUE, N.W.
WASHINGTON, D. C. 20210

DUE

DATE:

A DUE DATE OF MARCH 1, 1973 IS NECESSARY TO ENSURE A THOROUGH ANALYSIS OF THE REPORT. THIS WILL ALSO ALLOW FOR ITS USE AS ONE OF THE SOURCES OF AGENCY PROGRAM INFORMATION IN THE DETERMINATION OF THE WINNERS OF THE PRESIDENT'S SAFETY AWARD.

USE OF
GUIDELINES:

THE INTENT OF THESE GUIDELINES IS TO PROVIDE A UNIFORM FORMAT FOR THE ANNUAL REPORT SUBMITTED BY DEPARTMENTS AND AGENCIES.

MATERIALS SHOULD BE SUBMITTED ON STANDARD SIZE PAPER.
(e.g. 8 1/2" X 11")

REPORT CONTENTS

I. SAFETY AND HEALTH PROGRAM CY-1972 - LIST AREAS OF EMPHASIS
(ZERO-IN INCLUDED)

II. STATISTICAL GOALS ESTABLISHED FOR CY-1972

- A. DISABLING INJURY REDUCTION PREDICTION (%) (BASED ON ANSI STANDARD Z16.1)
- B. OCCUPATIONAL ILLNESS REDUCTION PREDICTION (%)
- C. OTHER STATISTICAL GOALS AND OBJECTIVES

III. PROGRAM PLANS AND ACCOMPLISHMENT DURING CY-1972

A. NARRATIVE ON EACH AREA OF EMPHASIS LISTED

- 1. PLANS
- 2. METHODS USED TO ACCOMPLISH THESE PLANS
- 3. ACCOMPLISHMENTS DERIVED FROM THESE PLANS
- 4. IMPACT ON SAFETY AND HEALTH PROGRAM
- 5. ITEMS REMAINING TO BE ACCOMPLISHED
(IF APPLICABLE)

B. INJURY AND OCCUPATIONAL ILLNESS STATISTICAL RESULT

- 1. RESULTS AS REPORTED UNDER ANSI STANDARD Z16.1
(ATTACHMENT NO. 1)
- 2. RESULTS AS REPORTED UNDER NEW OSHA REPORTING
REQUIREMENT (ATTACHMENT NO. 2) (IF AVAILABLE)

IV. SAFETY AND HEALTH PROGRAM OPERATIONS

A. ORGANIZATION

- 1. DURING REPORTING YEAR
 - a. TYPE (STAFF/LINE.....DESCRIBE)
 - b. LINES OF AUTHORITY (ATTACH CHARTS)
- 2. FUTURE PLANS (CY-1973 AND BEYOND)

B. PROGRAM REQUIREMENTS

1. DURING REPORTING YEAR

- a. MANPOWER (ATTACHMENT NO. 3)
- b. SERVICES
- c. EQUIPMENT (AS SPECIFIED BY SECTION 19(a)(2)
OF PUBLIC LAW 91-596
- d. OTHER

2. FUTURE REQUIREMENTS (CY-1973 AND BEYOND)

V. CY-1973 GOALS, OBJECTIVES AND PLANS:

EACH AGENCY SHOULD PRESENT ITS PLANS FOR CY-1973 AND SET APPROPRIATE GOALS AND OBJECTIVES FOR REDUCING EMPLOYEE INJURIES AND OCCUPATIONAL ILLNESSES.

A. SAFETY AND HEALTH PROGRAM - LIST AREAS OF EMPHASIS

B. STATISTICAL GOALS ESTABLISHED

C. PROGRAM PLANS

- 1. DEFINITION
- 2. METHODS OF ACHIEVEMENT
- 3. PROBLEMS (AS FORESEEN)

D. CONTINUING LONG RANGE GOALS (REPORTING, TRAINING, STAFFING, ETC.)

E. SPECIFIC PLANS CONCERNING

- 1. IMPLEMENTATION OF STANDARDS CONSISTENT WITH THOSE
PROMULGATED BY SECTION 6 OF PUBLIC LAW 91-596.
- 2. PERIODIC INSPECTIONS OF WORKPLACE TO ENSURE
COMPLIANCE WITH STANDARDS
- 3. CORRECTION OF CONDITIONS THAT DO NOT MEET SAFETY
AND HEALTH STANDARDS

-3-

VI. DEPARTMENTS' AND AGENCIES' SAFETY AND HEALTH PROGRAMS

- A. A RECORD CONCERNING EACH DEPARTMENT'S OR AGENCY'S OCCUPATIONAL SAFETY AND HEALTH PROGRAM SHOULD ALREADY BE ON FILE WITH THE OFFICE OF FEDERAL AGENCY PROGRAMS.
- B. THOSE DEPARTMENTS AND AGENCIES REPORTING THEIR SAFETY AND HEALTH PROGRAM ACTIVITIES FOR THE FIRST TIME SHOULD MAKE SURE THAT ADEQUATE PROGRAM DOCUMENTATION IS ON FILE WITH THE OFFICE OF FEDERAL AGENCY PROGRAMS.
- C. THOSE DEPARTMENTS AND AGENCIES ALREADY HAVING PROGRAM DOCUMENTATION ON FILE WITH THE OFFICE OF FEDERAL AGENCY PROGRAMS SHOULD MAKE SURE THAT ANY MAJOR SAFETY AND HEALTH PROGRAM CHANGE (SINCE DECEMBER 31, 1971) BE REPORTED SO AS TO KEEP THEIR RECORDS CURRENT.

THE ABOVE REQUIREMENTS OUTLINED IN SECTION VI A-B-C ARE IN ADDITION TO THE REQUIREMENTS OUTLINED IN SECTIONS I-II-III-IV AND V.

Approved For Release 2003/02/27 : CIA-RDP84-00780R005500040005-5

INJURY AND ILLNESS STATISTICS
CY-1972I. WORKFORCE (EMPLOYEES)

AVERAGE NUMBER FOR THE YEAR _____

TOTAL MAN-HOURS WORKED _____

II. STATISTICAL DATA - REQUESTED IN GUIDELINES FOR "ZERO-IN
ON FEDERAL SAFETY" - ISSUED DECEMBER 1970

NUMBER OF DISABLING INJURIES _____

INJURY FREQUENCY RATE
(BASED ON ANSI STANDARD Z16.1) _____REDUCTION IN NUMBER OF
ACCIDENTS PER CAPITA _____REDUCTION IN DIRECT COST
PER CAPITA _____III. OSHA REPORTING SYSTEM

ATTACHMENT NO. 2 (A SEGMENT OF OSHA FORM NO. 102F) IS
INCLUDED FOR YOUR CONVENIENCE IN PROVIDING A SUMMARY
REPORT OF FEDERAL OCCUPATIONAL INJURIES AND ILLNESSES.
(IF AVAILABLE)

REFERENCE: Recording and Reporting Guidelines for
Federal Agencies (November 1, 1971).

PRELIMINARY REPORT

INJURY AND ILLNESS CATEGORY		FATALITIES	LOST WORKDAY CASES			NONFATAL CASES WITHOUT LOST WORKDAYS*	
			NUMBER OF CASES	NUMBER OF CASES INVOLVING PERMANENT TRANSFER TO ANOTHER JOB OR TERMINA- TION OF EMPLOYMENT	NUMBER OF LOST WORKDAYS	NUMBER OF CASES	NUMBER OF CASES INVOLVING TRANSFER TO ANOTHER JOB OR TERMINATION OF EMPLOYMENT
CODE	CATEGORY						
1	2	3	4	5	6	7	8
10	Occupational Injuries						
30	Total-occupational illnesses						
31	Total-occupational injuries (10 plus 30)						

*Nonfatal Cases Without Workdays--Cases resulting in: Medical treatment beyond first aid, diagnosis of occupational illness, loss of consciousness, restriction of work, or transfer to another job (without lost workdays).

INTERNAL SAFETY AND HEALTH PROGRAM
PERSONNEL STATISTICS

HEADQUARTERS

NUMBER FULL TIME _____

NUMBER PART TIME _____

NUMBER IN GRADE LEVEL

G.S. SERIES	5-7	8-10	11	12	13	14	15	16+
018 (SAFETY SPECIALIST)								
690 (INDUSTRIAL HYGIENIST)								
803 (SAFETY ENGINEER)								
COLLATERAL DUTY								

FIELD

NUMBER FULL TIME _____

NUMBER PART TIME _____

NUMBER IN GRADE LEVEL

G.S. SERIES	5&6	7&8	9&10	11	12	13	14	15+
018 (SAFETY SPECIALIST)								
690 (INDUSTRIAL HYGIENIST)								
803 (SAFETY ENGINEER)								
COLLATERAL DUTY								

TOTAL

NUMBER FULL TIME _____

NUMBER PART TIME _____

COMMENT ON ANY CHANGES IN NUMBER OF INTERNAL SAFETY PERSONNEL.

EXECUTIVE ORDER 11612

Occupational Safety and Health Programs for Federal Employees

The Occupational Safety and Health Act of 1970, 84 Stat. 1590, authorizes the development and enforcement of standards to assure safe and healthful working conditions for employees in the private sector. Section 19 of that Act makes each Federal agency head responsible for establishing and maintaining an effective and comprehensive occupational safety and health program which is consistent with the standards promulgated by the Secretary of Labor for businesses affecting interstate commerce.

Section 7902 of Title 5, United States Code, authorizes the President to establish by Executive Order a safety council composed of representatives of Federal agencies and of labor organizations representing employees to serve as an advisory body to the Secretary of Labor in carrying out a Federal safety program.

As the Nation's largest employer, the Federal Government has a special obligation to set an example for safe and healthful employment. It is appropriate that the Federal Government strengthen its efforts to assure safe and healthful working conditions for its own employees.

NOW, THEREFORE, by virtue of the authority vested in me by section 7902 of Title 5 of the United States Code, and as President of the United States, it is hereby ordered as follows:

ESTABLISHMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAMS IN FEDERAL DEPARTMENTS AND AGENCIES

SECTION 1. The head of each Federal department and agency shall establish an occupational safety and health program (hereinafter referred to as a safety program) in compliance with the requirements of section 7902 of Title 5 of the United States Code and section 19(a) of the Occupational Safety and Health Act of 1970 (which Act shall hereinafter be referred to as the Safety Act). The programs shall be consistent with the standards prescribed by section 6 of the Safety Act. In providing safety programs for Federal employees, the head of each Federal department and agency shall—

(1) Designate or appoint a qualified official who shall be responsible for the management of the safety program within his agency.

(2) Establish (A) a safety policy; (B) an organization and a set of procedures, providing for appropriate consultation with employees, that will permit that policy to be implemented effectively; (C) a safety management information system; (D) goals and objectives for reducing and eliminating employee injuries and occupational illnesses; (E) periodic inspections of workplaces to ensure compliance with standards; (F) plans and procedures for evaluating the program's effectiveness; and (G) priorities with respect to the factors which cause occupational injury and illness so that appropriate countermeasures can be developed.

(3) Correct conditions that do not meet safety and health standards.

(4) Submit to the Secretary of Labor by April 1 of each year a report containing (A) the status of his agency's safety program in reducing injuries and occupational illnesses to personnel during the preceding calendar year as related to the goals and objectives established for that year; (B) goals and objectives for the current year; (C) a plan for achieving those goals and objectives; (D) any report required under section 7902 (e) (2) of Title 5 of the United States Code; and (E) such other information as may be requested by the Secretary.

(5) Cooperate with and assist the Secretary of Labor in the performance of the Secretary's duties under section 7902 of Title 5 of the United States Code and section 19 of the Safety Act.

DUTIES OF THE SECRETARY OF LABOR

SEC. 2. (a) The Secretary of Labor (hereinafter referred to as the Secretary), or his designee in the Department of Labor, shall—

(1) By regulation, provide guidance to the heads of Federal departments and agencies to assist them in fulfilling their occupational safety and health responsibilities;

(2) evaluate the safety programs of Federal departments and agencies annually, and, with the consent of the head of the affected department or agency, the Secretary may conduct at headquarters or in the field such investigations as he deems necessary;

(3) develop a safety management information system to accommodate the data requirements of the program;

(4) submit to the President by June 1 of each year an analysis of the information submitted to him by the heads of the Federal departments and agencies. This analysis shall include the Secretary's evaluation of each agency's safety program and shall contain his recommendations for improving safety programs throughout the Federal service.

(b) By agreement, the Secretary may, to the extent permitted by law, extend the safety program provided for under this Order to Federal employees not covered under section 7902 of Title 5 of the United States Code and the Safety Act.

FEDERAL SAFETY ADVISORY COUNCIL

SEC. 3. (a) A Federal Advisory Council on Occupational Safety and Health shall be established to advise the Secretary in carrying out his responsibilities under this Order. This Council shall consist of 15 members appointed by the Secretary and shall include representatives of Federal departments and agencies, and of labor organizations representing employees. At least three members shall be representatives of such labor organizations. The members shall serve for three year terms, except that, for the first Council, one third will serve for one year and one third for two years.

(b) The Secretary, or his designee, shall serve as the Chairman of the Council, and shall prescribe such rules for the conduct of its business as he deems necessary and appropriate.

(c) The Council shall meet at the call of its Chairman. It may establish such subcommittees as it finds necessary.

(d) The Council may establish or continue field affiliates in such manner and to the extent it deems advisable to support the purposes of this Order.

ADMINISTRATIVE AND BUDGETARY ARRANGEMENTS

SEC. 4. The Secretary shall make available necessary office space and furnish the Council necessary equipment, supplies, and staff services.

EFFECT ON OTHER POWERS AND DUTIES

SEC. 5. Nothing in this Order shall be construed to impair or alter the powers and duties of the Secretary or the heads of other Federal departments and agencies pursuant to section 7902 of Title 5 of the United States Code, section 19 of the Safety Act, or any other provision of law.

TERMINATION OF EXISTING ORDER

SEC. 6. Executive Order No. 10990 of February 2, 1962, is hereby superseded.

Richard Nixon

THE WHITE HOUSE,
July 26, 1971.

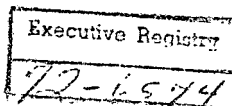
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U. S. DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
WASHINGTON



DEC 21 1972

Honorable Richard M. Helms
Director
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Helms:

On November 15, 1972, the President announced to heads of Federal departments and agencies the extension of the "Zero-In On Federal Safety" program (copy enclosed).

As the President requested, I have enclosed guidelines and materials to help you implement the new program. This material is designed to provide a uniform approach to attack specific work hazards.

The Office of Federal Agency Programs, Occupational Safety and Health Administration in the Labor Department, will coordinate the program. They will provide your agency's safety and health representative with program emphasis packets on a quarterly basis. The packets will include a planning guide and support materials to help you chart a course of action to achieve maximum results.

This administration is committed to the success of the Zero-In On Federal Safety program. We must and will set an example for all employers to safeguard their employees from injuries and illnesses. With your full support, we will obtain this objective.

Sincerely,

A. D. Wagner
Secretary of Labor

Enclosures

THE WHITE HOUSE

WASHINGTON

November 15, 1972

MEMORANDUM FOR HEADS OF

FEDERAL DEPARTMENTS AND AGENCIES

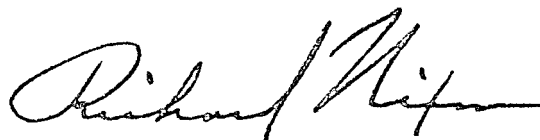
In 1971, I initiated the "Zero-In On Federal Safety" Program to replace "Mission Safety 70." The value of the "Zero-In" program was clearly demonstrated during that year when the frequency rate of disabling injuries dropped by nine percent over 1970. The 1971 rate of 6.0 disabling injuries per million man-hours worked is in fact the lowest ever achieved in the Federal Government.

This downward trend must be continued.

In an effort to obtain greater benefits from this program and to carry out our responsibility under the Occupational Safety and Health Act of 1970, I am extending the program of "Zero-In On Federal Safety" through December, 1973. In addition, we must develop a concerted effort to reduce occupational health hazards which may be present in Government workplaces.

Each agency is hereby directed to establish means to meet these objectives. The Secretary of Labor will outline a suggested program for all agencies to follow. Specific guidelines and materials will be provided through the Occupational Safety and Health Administration of the Department of Labor.

It is my sincere hope that you will continue to give your fullest support to the "Zero-In On Federal Safety" program during 1973. Through its effective implementation, the Federal Government -- as the Nation's largest employer -- will set an example for all.



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Executive Registry

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THE WHITE HOUSE

WASHINGTON

November 15, 1972

MEMORANDUM FOR HEADS OF

FEDERAL DEPARTMENTS AND AGENCIES

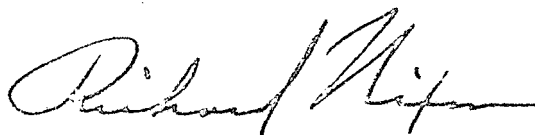
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